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Personnel

AIRMAN RETRAINING PROGRAM



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This publication implements the retraining policy found in Air Force Policy Directive (AFPD) 36-26, *Total Force Development*. It provides guidance and procedures regarding retraining of Air Force military personnel to meet Air Force mission requirements and specifies retraining for Airmen that meet quality standards. This instruction applies to Regular Air Force (RegAF), Air National Guard (ANG), and Air Force Reserve (AFR) personnel. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include: incorporates Active Duty Non-Rated Line and 13N Missileer Officer Crossflow Programs; realigned Air Force Reserve Retraining Program from AFI 36-2254V2, Chap 3, *Reserve Personnel Training*, and added Air National Guard Retraining Program; revisions to the Active Duty Enlisted Retraining Program, to include the title change from Career Airman Reelishment Reservation System (CAREERS) to the First Term Airman Retraining Program. Additionally, throughout the publication, terminology modifications reflect the policy changes.

Chapter 1—NONRATED LINE (NRL) AND 13N MISSILEER OFFICER CROSSFLOW PROGRAMS	5
1.1. Crossflow Purpose.	5
1.2. Roles and Responsibilities.	5
1.3. NRL Officer Crossflow Panel.	6
1.4. NRL Officer Crossflow Panel Outcome.	8
1.5. 13N Missileer Crossflow Program.	8
1.6. Specific Qualifications for Crossflow in AFSs.	9
1.7. 13N Nuclear and Missile Operations Crossflow Program Outcome.	9
Chapter 2—ENLISTED RETRAINING PROGRAM ELEMENTS	10
2.1. Retraining Purpose.	10
2.2. Retraining Advisory.	10
2.3. Retraining Advisory Notes.	10
2.4. Personnel Services Delivery (PSD) Guide.	10
2.5. Air Force Enlisted Classification Directory (AFECD).	10
Chapter 3—ENLISTED RETRAINING ROLES AND RESPONSIBILITIES	11
3.1. HQ USAF/A1PT.	11
3.2. HQ AFPC/DPSOAR.	11
3.3. HQ AFPC/DPTOT.	11
3.4. HQ AFPC/DPAPP.	12
3.5. HQ AFPC/DPAPH.	12
3.6. HQ AFPC/DPSIDC.	12
3.7. HQ AETC/A3P.	12
3.8. Force Support Squadron (FSS).	12
3.9. Unit Commander.	13

3.10.	Member.	13
Chapter 4—ENLISTED RETRAINING ADMINISTRATIVE ACTIONS		14
4.1.	Eligibility.	14
4.2.	Disqualifying Factors.	14
4.3.	Initial Enlistment Bonus/Selective Reenlistment Bonus (IEB/SRB) and Retraining.	14
4.4.	Class Change Requests.	14
4.5.	Exceptions to Policy (ETPs)/Waivers.	14
4.6.	Disposition of Retraining Formal Training Eliminees.	15
4.7.	Retainability Requirements.	15
4.8.	Withdraw/Cancel Approved Retraining.	15
4.9.	Directed Travel Status Change Request.	15
Table 4.1.	Eligibility for Voluntary and Involuntary Retraining.	16
Chapter 5—ENLISTED RETRAINING PROGRAMS		18
5.1.	First Term Airman (FTA) Retraining Program.	18
5.2.	NCORP.	18
5.3.	Disqualified Airmen Retraining Program.	19
5.4.	Humanitarian and Exceptional Family Member Program (EFMP) Retraining.	19
5.5.	Other Retraining Options.	19
Chapter 6—AIR FORCE RESERVE RETRAINING PROGRAM		21
6.1.	Air Force Reserve Retraining Program.	21
6.2.	Types of Retraining for Unit Program.	21
6.3.	Responsibilities.	22
6.4.	Retraining Guidelines.	25
6.5.	Retraining Formal School Eliminees.	26
6.6.	Palace Chase/Palace Front Program.	26
6.7.	Retraining Process for Individual Mobilization Augmentees (IMAs).	27
Chapter 7—AIR NATIONAL GUARD RETRAINING PROGRAM		30
7.1.	Air National Guard Retraining Program.	30
7.2.	Types of Retraining for Unit Program.	30
7.3.	Retraining Request Process.	31
7.4.	Responsibilities.	31
7.5.	Retraining Guidelines.	33

7.6. Retraining Formal School Eliminees.	34
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	36

Chapter 1

NONRATED LINE (NRL) AND 13N MISSILEER OFFICER CROSSFLOW PROGRAMS

1.1. Crossflow Purpose. As Air Force (AF) requirements evolve, so do career field requirements. Changes in AF requirements and unique career field requirements create calculated and unforeseen inventory imbalances in affected career fields that may require intervention to mitigate impact and effectively manage officer inventory.

1.1.1. The Nonrated Line (NRL) Officer Crossflow program serves as one of the mechanisms for more effectively balancing officer inventory to AF requirements. It also ensures continued viability and health of the most stressed career fields and considers the career development of affected officers. This program addresses Air Force Specialty Code (AFSC) manning shortages and over manning situations, and a methodology to facilitate shaping the officer force within authorized funded end strength. To assist in this process, a Crossflow Panel will convene to select the best qualified officers to fill the required vacancies.

1.1.2. The Nuclear and Missile Operations Officer Crossflow program is the mechanism for deliberately managing 13N officers after their first tour. The 13N Nuclear and Missile Operations career field is unique in that it needs significantly more lieutenant requirements to support its captain and field grade officer sustainment. To properly manage the Nuclear and Missile Operations officer career field, the Air Force must reassign the majority of the first-tour Nuclear and Missile Operations crew force at the 4-year point to a new career field. Using an established classification process, the Air Force Personnel Center (AFPC) will crossflow identified personnel into a new career field. The process will include member preference, senior rater recommendation, officer stratification, and career field qualification requirements to equitably balance personnel across recipient career fields.

1.2. Roles and Responsibilities.

1.2.1. HQ USAF/A1P.

1.2.1.1. Establish crossflow guidance and policy, monitor for necessary adjustments, and update as required.

1.2.1.2. Determine NRL officer crossflow requirements by AFSC and Year Group (YG) based on career fields with inventory imbalances. Consider impact of other force management initiatives (e.g., Force Shaping Boards (FSBs) and Reduction in Forces (RIFs)) and prior enlisted populations within each career field when determining crossflow targets.

1.2.1.3. Determine eligibility window for 13N officers completing their initial nuclear and missile operations tour and career fields eligible for 13N officers to crossflow into after that initial tour. After their initial nuclear and missile operations tour, determine 13N officers for crossflow and permanent re-assignment to a predetermined AFSC.

1.2.1.4. Establish targets for gaining career fields.

1.2.1.5. Approve or disapprove waiver of eligibility criteria and any out-of-cycle crossflows. Adjudicate crossflow in/out targets with Career Field Managers (CFMs) and other stakeholders.

1.2.2. HQ AFPC/DPA.

1.2.2.1. Select NRL Crossflow Panel members and convene NRL Crossflow Panel. A Crossflow Panel will not be used for the Nuclear and Missile Operations Crossflow program.

1.2.2.2. Develop announcement message, application guidelines (establish an application window). Panel instructions and timelines as required for the NRL Officer and 13N Nuclear and Missile Operations crossflow programs.

1.2.2.3. Provide notification to officers of their eligibility.

1.2.2.4. Prepare NRL Officer Crossflow Panel results package for HQ AFPC/CC approval, and provide courtesy copy to HQ USAF/A1P.

1.2.2.5. Serve as approval authority if immediate out-of-cycle crossflow action is necessary. Action will be coordinated with HQ USAF/A1P and will not require a Crossflow Panel.

1.2.3. HQ AFPC/CC: Final authority for NRL Crossflow Panel action and possesses the authority to overrule Panel and recommendations when appropriate.

1.2.4. Wing Commander/Equivalent: Endorse nomination package providing comments on whole-person concept and recommendation for crossflow.

1.2.5. Applicant: Complete nomination package IAW HQ AFPC instructions; prioritize available AFSC crossflow opportunities as desired; declare volunteer status; and submit documents to wing commander/equivalent. Officers must be qualified for retraining in the selected AFSC IAW the Air Force Officer Classification Directory (AFOCD).

1.3. NRL Officer Crossflow Panel.

1.3.1. The Panel will competitively select volunteers and non-volunteers from career fields with overages for crossflow/retraining into shortage AFSCs. AFPC will establish an application window and, if necessary, select non-volunteers to crossflow based on a reverse seniority criteria (most junior officers in a year group first) the whole-person concept to maximize return on training. Seniority is defined in AFI 36-2501, *Officer Promotions and Selective Continuation*, paragraph 3.7.1. While the Panel will consider the career development of NRL officers, it will not function as a Development Team (DT).

1.3.2. The NRL Officer Crossflow Panel will consist of AF officers in the grade of O-6 to serve as Panel members. The Panel will be held to affect formal training and PCS moves. Immediate crossflow actions are handled outside of the Panel process.

1.3.3. Crossflow Panel Criteria. The Panel's goal is to competitively select officers who will have the greatest opportunity to gain the experience with the highest potential for success serving in their gaining career field. The Panel will review and score officer's package using specific qualifications and established selection and scoring criteria.

1.3.3.1. The Panel will consider the whole-person concept, including, but not limited to, the officer's application, overall record of performance, senior rater recommendations, academic degrees and transcripts (if required), specific qualifications IAW the AFOCD, officer professional development, career timing to assess the officer's relative standing among his or her peers, and time on station (TOS).

1.3.4. Crossflow Target Opportunities. HQ USAF/A1P will identify targets for NRL Officer Crossflow by AFSC and Year Group (YG) based on career fields with inventory imbalances. HQ USAF/A1P will consider the impact of other force management initiatives (e.g., force shaping and reduction-in-force) and prior enlisted populations within each career field when determining crossflow targets. When there are requirements for AFSCs with specific or unique qualifications (e.g., technical education), these AFSC requirements should be met before officers with the specific or unique qualifications are assigned to other AFSCs.

1.3.5. Eligibility/Exemptions.

1.3.5.1. HQ USAF/A1P will determine eligible AFSCs/YGs based on sustainment requirements, manning, and other factors as required. Waiver authority for AFSC/YG eligibility requirements is HQ USAF/A1P. Field grade officers or officers within the 12-month period before meeting a promotion board to major in the primary zone may apply for crossflow but will not be involuntarily selected for crossflow. Consideration for crossflow to the 13C (Special Tactics Officer), 13D (Combat Rescue Officer), and 13L (Air Liaison Officer) AFSCs will be on a voluntary basis only. Volunteers will be directed to the appropriate Career Field Manager and will not be evaluated/considered by the Crossflow Panel.

1.3.5.2. Officers meeting the following criteria are exempt from involuntary crossflow consideration and are ineligible to apply for voluntary crossflow consideration. Only waivers for total active federal military service (TAFMS) (1.3.5.2.11.) will be considered. Waiver authority for TAFMS requirements is HQ AFPC/DPA.

1.3.5.2.1. Officers with an established Date of Separation (DOS), including officers not selected for retention via Force Shaping Board (FSB) or Reduction in Force (RIF);

1.3.5.2.2. Officers with quality control indicators (e.g., UIF, unsatisfactory performance, deferred for promotion, referral performance reports);

1.3.5.2.3. Officers enrolled in/selected for AF-sponsored advanced academic degrees (AAD) or Education with Industry (EWI), or with an ADSC from a completed AAD or EWI program;

1.3.5.2.4. Officers who are in-residence graduates of Intermediate Developmental Education (IDE), designated for the next IDE class entry, or IDE-selects;

1.3.5.2.5. Officers already formally selected for reassignment as of Panel convening date;

1.3.5.2.6. Officers who are selected for a 365-day deployment as of Panel convening date or currently serving on a 365-day deployment and redeployment date is after the first day of the second month of the targeted move cycle; e.g., 1 July for the summer cycle that starts in June;

- 1.3.5.2.7. Sitting squadron commanders or officers on a Squadron Command Candidate List;
- 1.3.5.2.8. Officers with cyberspace defense qualifications (17DXA);
- 1.3.5.2.9. Officers with nuclear qualifications (SEI codes: IWF, MWA, MWB, MWC, MQT, MQU, MQV; and AFSCs: 21MXN, 21MXI and 31P when duty experience includes military installations with nuclear missions);
- 1.3.5.2.10. Officers with PSYOPS qualifications (SEI 9Q);
- 1.3.5.2.11. Officers with 15 or more years TAFMS;
- 1.3.5.2.12. Developmental Engineers who are Test Pilot School (TPS) graduates;
- 1.3.5.2.13. 38P Field Grade Officers (FGOs) with 2 or more years of manpower experience;
- 1.3.5.2.14. Officers previously selected for crossflow by any previous NRL Officer Crossflow Panel; and
- 1.3.5.2.15. Officers in the Line of the Air Force Judge Advocate General Corps.
- 1.3.5.2.16. Any additional exemptions identified by AF/A1P in the implementation announcement.

1.4. NRL Officer Crossflow Panel Outcome. AFPC will match officers selected to crossflow to the next available crossflow training course via the normal assignment process. Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option IAW AFI 36-2110, Assignments, paragraph 2.30 and Table 2.9. Officers who fail their skills training course will return to their previous career field. Subsequent NRL Officer Crossflow Panels may be necessary to meet career field and AF emerging mission requirements.

1.5. 13N Missileer Crossflow Program. Through a deliberate process, 13N officers will be identified to continue in missile operations or be identified to crossflow into a new career field after their initial ICBM operations tour. For officers not identified to stay in missile operations, crossflow is a permanent move into a new career field. Officers will maintain their missile operations AFSC as a secondary AFSC, but the AFSC they crossflow into will be their new core AFSC, and future assignments will be determined based on the new AFSC unless Air Force requirements dictate otherwise. Officers identified for crossflow will be matched to the next available crossflow training course after completion of their initial tour. Upon crossflow training completion, the gaining AFPC assignment team will assign the crossflowee to their new operational assignment.

1.5.1. 13N Career Field will provide a 1-to-n stratification of all eligible officers to HQ AFPC. This list will indicate the relative ranking of officers based on a whole person performance assessment, regardless of their status as a volunteer or non-volunteer to continue in nuclear and missile operations.

1.5.2. The 13N DT, chaired by HAF/A10, will provide a 1-to-y prioritized list of officers approved to continue in missile operations to HQ AFPC. The list will include enough names to accommodate 1.5 times the number of officers expected to continue in nuclear and missile

operations for a career (i.e., a requirement of 12 nuclear designated officers, the 1-to-y list will contain 18 officers).

1.5.3. Using an established classification process, AFPC will crossflow identified personnel into a new career field.

1.5.4. Exemptions. All officers within the eligible groups are eligible to compete except those with an established Date of Separation (DOS).

1.5.5. HAF/A1P in collaboration with HAF/A10, and AFGSC/CV will validate results with HAF/A1 having final approval authority.

1.6. Specific Qualifications for Crossflow in AFSS. Officers must be qualified for retraining in the selected AFSC IAW the AFOCD.

1.7. 13N Nuclear and Missile Operations Crossflow Program Outcome. AFPC will match officers selected to crossflow to the next available crossflow training course via the normal assignment process. Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option IAW AFI 36-2110, *Assignments*, paragraph 2.30 and Table 2.9. Officers who fail to complete their skills training course will normally be assigned another AFSC commensurate with Air Force needs.

Chapter 2

ENLISTED RETRAINING PROGRAM ELEMENTS

2.1. Retraining Purpose. Retraining is a force management program used primarily to balance the enlisted career force across all AFSCs and ensure sustainability of career fields. Retraining also provides a means to return disqualified airmen to a productive status. Additionally, the program allows a limited number of Airmen the opportunity to pursue other career paths within the AF. The AF encourages Airmen to voluntarily retrain first, however, the needs of the AF may require Airmen to be involuntarily retrained to meet sustainment objectives.

2.2. Retraining Advisory. The Retraining Advisory is the primary means to advertise retraining requirements by fiscal year and is maintained on the AFPC Personnel Services website. Retraining requirements are established via the Program Guidance Letter (PGL), identifying the corporate AF approved training requirements and resources to support execution of training IAW AFI 36-2616, *Technical Training Requirements Programs*. The retraining advisory advertises two types of requirements:

2.2.1. Objective Out: AFSCs where the AF has determined an overage/surplus exists. The AFSCs listed identify by grade the number of Airmen required to retrain out of these AFSCs. **Exception:** Does not apply to First Term Airmen (FTA).

2.2.2. Objective In: AFSCs where the AF has determined shortages exists. The AFSCs listed identify by grade the number of Airmen required to retrain into these AFSCs. Airmen use these AFSCs to determine their preferences when applying for retraining.

2.3. Retraining Advisory Notes. This product is co-located with the Retraining Advisory on the AFPC Personnel Services website. It provides specific guidelines and special or unique requirements for each AFSC. Airmen must review the retraining advisory notes for both retraining in and out AFSCs prior to submitting an application. Applicant must check these notes closely to avoid delays in the application process.

2.4. Personnel Services Delivery (PSD) Guide. The PSD Guide provides documentation and procedural guidance for personnel processes redesigned as part of the Personnel Services Delivery Transformation. The PSD Guide will be revised continually with additional details for web-based personnel processing applications (PPAs) to ensure availability of the most current information and guidance.

2.5. Air Force Enlisted Classification Directory (AFECD). This product is located on AFPC Personnel Services website, Airmen must review the AFECD prior to applying for retraining to ensure they meet the mandatory AFSC entry requirements. Each Career Field Functional Manager is responsible for maintaining the accuracy of AFSC entry requirements published within the AFECD and will coordinate changes with HQ AFPC/DPSIDC.

Chapter 3

ENLISTED RETRAINING ROLES AND RESPONSIBILITIES

3.1. HQ USAF/A1PT.

- 3.1.1. Establishes overall Air Force retraining policy.
- 3.1.2. Monitors and evaluates the Airman Retraining Program.
- 3.1.3. Advises HQ AFPC/DPSOAR of policy, procedures, and retraining requirements.
- 3.1.4. Develops the Enlisted Initial Skills (EIS) Program Guidance Letter (PGL) on an annual basis and adjusts as necessary.
- 3.1.5. Coordinates retraining requirements with HQ USAF/A1PF to validate against force management sustainment objectives.
- 3.1.6. Coordinates exception to policy (ETP) requests with Career Field Managers and HQ USAF/A1PF before approving/disapproving ETPs.
- 3.1.7. Coordinates retraining advisory with HQ AFPC/DPSOAR before release to the field.

3.2. HQ AFPC/DPSOAR.

- 3.2.1. Executes established retraining policy, establishes procedural guidance, and provides guidance to the field and manages overall Airman Retraining Program.
- 3.2.2. Updates and manages the Retraining Advisory and Advisory Notes.
- 3.2.3. Monitors disqualified Airmen and quality control standards for retrainees.
- 3.2.4. Processes exception to policy requests.
- 3.2.5. Upon implementation of a Noncommissioned Officer Retraining Program (NCORP) (Phase I and II), identifies vulnerable Airmen.

3.3. HQ AFPC/DPTOT.

- 3.3.1. Advises interested Airmen on Air Force retraining policy.
- 3.3.2. Reviews, process, and approves or disapproves retraining applications.
- 3.3.3. Coordinates ETP/Waiver requests with HQ AFPC/DPSOAR.
- 3.3.4. Schedules approved members for formal training.
- 3.3.5. Manages class seats, in coordination with HQ AFPC/DPSOAR, to include processing quota movement and quota change requests.
- 3.3.6. Reviews retraining quotas on the Retraining Advisory and ensures the applicant meets the prerequisites outlined in AFECD, and the Retraining Advisory Notes *before* completing the Application for Enlisted Retraining.
- 3.3.7. Closes all pending retraining applications with no activity within 60 days.

3.4. HQ AFPC/DPAPP.

3.4.1. Finalizes requests for deferment/waiver of Assignment Limitation Codes (ALC), Assignment Availability Codes (AAC), Date Eligible for Return from Overseas (DEROS) window waivers, and waiver of projected assignment on Airmen applying for retraining.

3.4.2. Identifies Continental United States (CONUS) overseas imbalance Airmen returning from overseas for which no CONUS vacancies exist in the imbalanced AFSC.

3.4.3. Provides end assignment for retrainees, and reassigns Airmen in a PCS status eliminated from formal training.

3.5. HQ AFPC/DPAPH. Coordinates with HQ AFPC/DPSOAR and HQ AFPC/DPAA on approvable humanitarian and EFMP cases when the gaining base does not have authorizations for member's awarded AFSCs.

3.6. HQ AFPC/DPSIDC. Coordinates Disqualified Airmen actions with HQ AFPC/DPTOT.

3.7. HQ AETC/A3P.

3.7.1. Provides HQ AFPC/DPSOAR fiscal year requirements upon approval of EIS PGL to allow for the comprehensive program management and student reporting instructions.

3.7.2. Monitors programmed versus actual students and graduates for each fiscal year.

3.7.3. Provides HQ USAF/A1PT with predicted production statistics for the annual EIS PGL conference.

3.7.4. Coordinates quota movement requests and quota change requests.

3.7.5. Updates class seats in accordance with EIS PGL changes.

3.8. Force Support Squadron (FSS).

3.8.1. Military Personnel Section (MPS).

3.8.1.1. Updates Control Air Force Specialty Code (CAFSC) to 1-skill level on member's scheduled departure to formal training or start of OJT, whichever applies as per AFI 36-2101. If an Airman is eliminated from formal training, and is attending in a TDY and return status, update the member's previously awarded CAFSC and PAFSC.

3.8.1.2. Updates the Assignment Availability Code (AAC) "29" to expire 24 months from the formal training graduation date or the effective date of OJT, whichever applies. **Exception:** Do not update an AAC "29" on individuals in an overseas imbalanced AFSC.

3.8.1.3. Provides Airman with Retraining Report on Individual Personnel (RIP). Sends the original retraining approval notification RIP for filing in member's personnel record in Automated Records Management System (ARMS).

3.8.1.4. Ensures Airmen obtain required retainability and if the Airman is restricted by High Year Tenure (HYT), notify HQ AFPC/DPSOAR immediately.

3.8.1.5. Process AF Form 964, *PCS, TDY, Deployment, Or Training Declination Statement*, update applicable AAC, ALC, and RE codes for Airman declining retainability for formal training.

3.8.2. Formal Training Office will ensure Airmen have the required retainability *30 days* prior to the class start date. **NOTE:** If the Airman does not have the required retainability, request cancellation of retraining to HQ AFPC/DPSOAR.

3.9. Unit Commander.

3.9.1. Notify HQ AFPC/DPTOT of approved retraining applicants who fail to maintain quality control standards, or quality factors not visible in MilPDS, prior to attending formal schools.

3.9.2. Ensure Airmen comply with all eligibility and reporting instructions. Notify HQ AFPC/DPTOT when Airmen are unable to meet class start date.

3.9.3. Immediately notify HQ AFPC/DPSOAR if an Airman approved for retraining is selected to deploy and the class dates conflict with the deployment. All requests must be submitted at least 30 days prior to scheduled deployment. Failure of notification may result in a lost retraining opportunity for the Airman and/or class seat.

3.10. Member.

3.10.1. Apply for retraining via electronic application process.

3.10.2. Submit required retraining documentation to HQ AFPC/DPTOT as requested. The initial retraining application is not considered complete until all required documentation is submitted. Update HQ AFPC/DPTOT on documentation status at least every 30 days for all outstanding documents. **NOTE:** Failure to update HQ AFPC/DPTOT for 60 days may result in the pending application being closed.

3.10.3. Select up to five AFSCs. While five choices are not required, it greatly increases the member's chances of getting approved retraining.

3.10.4. If selected for promotion, applicant must apply for shortages in projected grade.

3.10.5. Obtain the required retainability within 30 days of notification.

Chapter 4

ENLISTED RETRAINING ADMINISTRATIVE ACTIONS

4.1. Eligibility. HQ AFPC/DPTOT uses the criteria outlined in Table 4.1 in determining eligibility.

4.2. Disqualifying Factors. The below listed factors automatically disqualify Airmen for Retraining. Input of any of the disqualifying factors before class start date will result in retraining cancellation.

4.2.1. Under investigation by the Office of Special Investigation (OSI) or law enforcement officials (excluding normal security clearance).

4.2.2. Most recent Enlisted Performance Report (EPR) is less than a 3 or a referral.

4.2.3. Airmen are currently in a retraining status or not recommended for entry into upgrade training.

4.2.4. Does not possess local network access IAW AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

4.2.5. Ineligible for promotion or reenlistment. **Exception:** A Disqualified Airman, Awaiting Retraining, with a Reporting Identifier (RI) of 9A000 or 9A100 may have reenlistment eligibility (RE) code of 4G, IAW AFI 36-2606, *Reenlistment in the United States Air Force*, and may apply for retraining.

4.2.6. Does not have current passing physical fitness score, IAW AFI 36-2905, *Fitness Program*, within 30 days of class start date.

4.2.7. Airmen with Assignment Limitation Code “L”.

4.3. Initial Enlistment Bonus/Selective Reenlistment Bonus (IEB/SRB) and Retraining. Repayment/Recoupment of a bonus is governed by DoDFMR Volume 7A, Chapter 2. Retraining Into an SRB Skill: Individuals selected for retraining into an SRB AFSC should refer to AFI 36-2606, *Reenlistment in the United States Air Force*, regarding their eligibility to receive an SRB. Individuals who received an IEB/SRB are identified by Assignment Limitation Code of O.

4.4. Class Change Requests. MPS or Airman may send the request to HQ AFPC/DPTOT no later than 30 days prior to class start date. Class date changes are subject to availability and should only occur in the same fiscal year. **NOTE:** Class change requests for unit manning or readiness inspections will not be considered.

4.5. Exceptions to Policy (ETPs)/Waivers. Members may apply for retraining as an ETP if the Airman was not allowed to apply for retraining during normal retraining window or if requesting retraining consideration outside of the normal retraining programs eligibility criteria. ETPs are only considered in extreme cases and justification must present unusual circumstances uncommon to other Air Force members. Waivers are considered on a case-by-case basis and are determined by appropriate waiver authority.

4.5.1. If member is attempting to prove miscounseling and/or an injustice occurred, then the ETP request must include a statement from the organization that provided the counseling, indorsed by the commander, and explaining the circumstances.

4.5.2. Exceptions will not be granted based on personal convenience (e.g., individual's indecision, lack of employment or educational opportunities, etc).

4.5.3. Airman may request to apply for any available AFSC on the Shortfalls Requirements list.

4.6. Disposition of Retraining Formal Training Eliminees. The Technical Training Wing (TTW) electronically completes and forwards the elimination source document (e.g., AETC Form 125A, *Record of Administrative Training Action* or AETC Form 126A, *Record of Commander's Review Action*) to AFPC/DPSOAR within 3 duty days of elimination. **NOTE:** Not applicable to pipeline students.

4.6.1. If the Airman is attending in a TDY and return status, the TTW returns the Airman to home station. HQ AFPC/DPTOT will notify the Airman if further retraining actions are required.

4.6.2. If the Airman is attending in a TDY en route or in a PCS status, the TTW holds the Airman in place until receipt of final disposition instructions from HQ AFPC/DPSOAR to return the member to a previously awarded AFSC or retrain.

4.7. Retainability Requirements. All Airmen must have 24 months retainability beyond the class graduation date of the AFSC awarding course or date entered OJT. Airmen selected for retraining may decline only if they have insufficient retainability.

4.8. Withdraw/Cancel Approved Retraining. Airmen may request to withdraw an approved retraining application prior to receipt of official electronic notification from HQ AFPC/DPTOT. In addition, they may request cancellation of approved retraining for personal hardship or other justifiable reasons. Members will submit electronic memoranda, endorsed by unit commander, requesting withdrawal to HQ AFPC/DPTOT.

4.9. Directed Travel Status Change Request. Airmen may request specific travel status (for example, TDY and return, PCS, TDY en route); however, the needs of the Air Force take precedence. Request will be sent to HQ AFPC/DPTOT and members are encouraged not to make any financial commitments until the travel status has been confirmed.

Table 4.1. Eligibility for Voluntary and Involuntary Retraining.

R U L E	A	B	C	D		E	
				and Retraining Advisory		then the individuals eligible for	
	If the applicant	is a FTA (see note 1)	is a Second Term/ Career Airman	shows an overage for current AFSC	shows a shortage for retraining AFSC	voluntary retraining (see note 3)	involuntary retraining (see note 2)
1	is within 2 years of High Year Tenure (HYT)	N/A	YES	N/A	N/A	NO	NO
2	selected for an assignment	YES	YES	N/A	N/A	NO (see note 4)	YES
3	selected for contingency deployment	YES	YES	YES	YES	YES (see note 5)	NO
4	is serving in CONUS on stabilized tour (e.g., AAC 43 or AAC 50) according to AFI 36-2110 (see note 6)	YES	YES	YES	YES	YES	YES
5	is serving overseas and desires retraining w/ DEROS. (see note 7)	YES	YES	YES	YES	YES	YES

6	is a volunteer for special duty assignment, AF Educational Leave of Absence Program (ELA), commissioning program, or In-Place Consecutive Overseas Tour (COT)	YES	YES	YES	YES	NO (see note 8)	YES
7	Holds a CAFSC has AFSC the on Shortfall Requirements List (see note 9)	Yes	N/A	N/A	N/A	NO	N/A

NOTES:

1. Airmen must not have reenlisted.
2. Individuals who have retrained in the past 4 years will be exempt from NCORP Phase II.
3. Airmen eligible under FTA, with an ALC O, may apply during their normal Retraining window; however, if approved for retraining, HQ AFPC/DPTOT will schedule Class Start Dates after the expiration date of the code unless AF/A1PF authorizes an exception.
4. If Assignment Selection Date (ASD) is before the date HQ AFPC/DPTOT receives the completed retraining application, then assignment remains firm. If the ASD is after the date HQ AFPC/DPTOT received the completed retraining application, then retraining processing will continue (If retraining is approved, HQ AFPC/DPTOT will request assignment cancellation.
Exception: Airmen with approved follow-on and home basing assignments are authorized to process retraining applications.
5. Airmen eligible during their normal retraining window may apply for retraining. If unable to complete the application process due to deployment, the member must have application submitted within 60 days of return.
6. All Airmen may apply within 12 months of date of availability (DOA) and there must be retraining in objectives on the Retraining Advisory for the FY matching member's DOA.
NOTE: HQ AFPC/DPAPP is OPR for the stabilized tour program.
7. DEROS must coincide with class start date. Airmen with an indefinite DEROS must complete the original tour length before departing for training. **NOTE:** DEROS curtailment/extension request must be submitted with completed retraining application, if needed.
8. An Airman may become eligible for voluntary retraining by withdrawing volunteer statement or application (if otherwise eligible).
9. The Shortfall Requirements List is located on the Personnel Services website.

Chapter 5

ENLISTED RETRAINING PROGRAMS

5.1. First Term Airman (FTA) Retraining Program. The FTA Retraining Program is designed to retrain FTA in conjunction with a reenlistment, into skills where shortages exist and additionally, allows a limited number of Airmen the opportunity to pursue other career paths in the Air Force. Airmen maybe selected for involuntary retraining based on Air Force needs to balance the force.

5.1.1. CONUS assigned Airmen. Airmen may apply not earlier than the 1st duty day of the month during which they complete 35 months of their current enlistment (59 months for 6-year enlistees), but not later than the last duty day of the 43rd month of their current enlistment (67 months for 6-year enlistees).

5.1.2. OCONUS assigned Airmen. Airmen may apply for retraining 9 to 15 months prior to DEROS if serving any portion of the normal FTA window (35th month for 4-year enlistees or 59th month for 6-year enlistees) on or before DEROS. Airmen with an indefinite DEROS must complete the original tour length before departing for training.

5.1.3. Selection Process. HQ AFPC/DPTOT will rank the applications on the last duty date of each month. Applications will be approved and disapproved NLT the 15th of the following month.

5.1.3.1. Applications are prioritized on quality indicators; e.g., most recent EPR rating; current grade; projected grade; next two EPR ratings; Date of Rank (DOR); Total Active Federal Military Service Date (TAFMSD); Aptitude Qualification Examination (AQE) score in the applicable area (electrical, mechanical, administrative, general or combination IAW AFECD, Part II, Attachment 4 (Additional Qualifications)); requested AFSC preferences

5.1.3.2. Available quotas are evenly distributed throughout the Fiscal Year. **NOTE:** Exceptions will be made based on Air Force needs.

5.1.3.3. Applications remain pending a maximum of 3 months. Each month the same prioritization is performed; however, there are always new applications updated as each month more airmen become eligible or ineligible. Each month, applications not selected for approval will remain pending until the next month for a maximum of 3 months, as long as retraining in objectives are available. If no retraining in-objectives are available, pending applications will be disapproved.

5.1.3.4. Members may reapply once only under the following conditions:

5.1.3.4.1. The Airman is on the Air Force Career Job Reservation (CJR) waiting list.

5.1.3.4.2. The Airman was removed from the Air Force CJR waiting list, and is not within 120 days of DOS. Airmen in this category will be ranked for the month in which their retraining application is received.

5.2. NCORP. The NCORP is designed to retrain second term and career Airmen from overage Air Force specialties into shortage specialties to optimize the enlisted force to best meet current

and future mission needs. Airmen possessing a secondary, or additional AFSC in a shortage skill, may be returned to the shortage skill if it is in the best interest of the Air Force. This program consists of two phases: Phase I and Phase II.

5.2.1. **Phase I Retraining:** The objective of Phase I is to obtain volunteer applicants from identified overage AFSCs to fill requirements in shortage AFSCs. All Airmen with retraining out objectives may apply for any available AFSC with retraining in objectives for which they qualify. **NOTE:** Some AFSCs have retraining out restrictions. During Phase I if sufficient applications are not received and retraining objectives for the fiscal year are not met, implementation of Phase II is necessary. **NOTE:** All Airmen may not be eligible based on personnel restrictions.

5.2.2. **Phase II Retraining.** Airmen will be selected for mandatory retraining based on Air Force needs to balance the force. The Master Vulnerability List (MVL) is used to select Airmen for mandatory retraining.

5.3. Disqualified Airmen Retraining Program. Air Force policy is to retrain only those airmen who have demonstrated the ability to successfully complete training and whose past record clearly justifies further investment. Retraining is not a guarantee and is subject to quota availability at the time of disqualification and individual qualification for an AFSC and retraining eligibility. **NOTE:** Not applicable to pipeline students.

5.3.1. **Disqualified Airman, Awaiting Retraining, Disqualified for Reasons Beyond Airman's Control Reporting Identifier (RI) 9A000:** Airman with a RI of 9A000 and otherwise eligible for retraining, will be considered based on entry requirements, class start date, and availability date. Airmen will be considered for retraining within 180 days of AFSC disqualification notification from HQ AFPC/DPSIDC through their MPS. Those not selected for retraining after 12 months from disqualification are no longer eligible for retraining consideration. **Exceptions:** Medical processing or other reasons deemed appropriate by HQ AFPC/DPSOAR will not result in RI change after 12 months of consideration.

5.3.2. **Disqualified Airman, Awaiting Retraining-Disqualified for Reasons Within Airman's Control (RI 9A100):** Airmen with a RI of 9A100, will be only be considered for available AFSCs for which they qualify and are otherwise eligible with formal training starting within 60 days.

5.4. Humanitarian and Exceptional Family Member Program (EFMP) Retraining.

5.4.1. To be eligible, Airman must have a valid humanitarian or EFMP application pending HQ AFPC/DPAPH approval and be a volunteer to retrain if utilization in an awarded AFSC at the designated location is disapproved. AFSC preferences are not considered.

5.4.2. Retraining applications are updated by HQ AFPC/DPSOAR using retraining code "RF".

5.4.3. Humanitarian retraining is via OJT using Career Field Education and Training Plans (CFETP) and Specialty Training Standard (STS) to document three level training.

5.4.4. EFMP retraining is determined on a case by case basis.

5.5. Other Retraining Options. The Shortfall Requirements List consists of those: skills identified with "unfilled" class seats, short notice class start dates (<60 days), quotas that have

historically been difficult to fill and/or with unique retraining challenges (e.g., demanding entry requirements, high attrition, etc).

5.5.1. The Shortfall Requirements List is located on the AFPC Personnel website. Airmen must review the AFECD (also available on the AFPC myPers website) and meet mandatory AFSC entry requirements prior to applying.

5.5.2. Airmen may apply for these AFSCs throughout the year under paragraph 4.5. Exception to Policy.

Chapter 6

AIR FORCE RESERVE RETRAINING PROGRAM

6.1. Air Force Reserve Retraining Program. The purpose of the Air Force Reserve Retraining Program is to assist in achieving and maintaining the level of trained personnel resources required to meet Air Force Reserve mission requirements. The program allows eligible airmen a choice of career fields from which to pursue an Air Force career and provides a method to return airmen disqualified from their current AFSC to a productive status. Continuous efforts must be made to eliminate unprogrammed overages and overgrades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining.

6.2. Types of Retraining for Unit Program.

6.2.1. Voluntary Retraining: An application initiated by an eligible Airman into a chosen specialty where there is a retraining need and mandatory requirements and quality standards are met.

6.2.1.1. Eligibility.

6.2.1.1.1. All Personnel, including Air Reserve Technicians (ARTs), must meet retraining AFSC entry requirements as outlined in AFECD or AFOCD, and must be in compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and AFI 36-2905, *Fitness Program*.

6.2.1.1.2. Retraining must be into an AFSC manned at less than 100 percent or into an AFSC that is authorized to have overages. Wing commanders may deviate from this requirement to meet manning levels and mission needs in accordance with HQ AFRC/CC manning policy.

6.2.1.1.3. Personnel must have or attain at least 36 months retainability to voluntarily retrain. If additional retainability is required to meet the requirement in Education and Training Course Announcements, it must be obtained prior to attending technical school.

6.2.1.1.4. Personnel are ineligible for voluntary retraining for at least 24 months after completion of technical training and being awarded the Journeyman skill level. Prior retrainees must also acquire a skill level commensurate with the skill level of the AFSC from which they previously retrained. Unit commanders can make exceptions for humanitarian reasons and for those members who fail a Career Development Course/End of Course exam twice.

6.2.1.1.5. Personnel must not be retraining out of a shortage or critical AFSC. Wing/RMG/CC, or designated representative, may deviate from this requirement to meet manning levels and mission needs. Develop local policy in accordance with local needs, budget, and mission.

6.2.1.1.6. Prior service accessions with an awarded/convertible AFSC will only be retrained into another AFSC when the AFSC previously held is not authorized or there is no vacancy/authorization in their current AFSC. Wing/RMG/CC, or designated representative, may deviate from this requirement to meet manning levels

and mission needs in accordance with HQ AFRC/CC manning policy. Develop local policy in accordance with local needs, budget, and mission.

6.2.1.1.7. A prior service accession from another service, with a military specialty that does not convert to an AFSC must attend technical school within 12 months.

6.2.1.1.8. Mobilized personnel and personnel in a Stop Loss AFSCs are ineligible to apply for retraining. Waivers will not be accepted.

6.2.2. Involuntary Retraining.

6.2.2.1. Involuntary retraining are actions initiated by unit commander or designated representative to determine the disposition of personnel who become overages due to locally generated unit manning document (UMD) reductions/changes, force structure changes, crew ratio reduction, medical unit type code (UTC) reduction, weapons system conversions, withdrawal of an AFSC because of medical disqualification or the inability of a member to maintain currency requirements for flying status.

6.2.2.2. Involuntary retraining is primarily for the benefit of the Air Force Reserve and does not require the concurrence of the member.

6.2.2.3. Retraining application (AF IMT 3920, *Request for Reservist Voluntary Retraining*), is not required.

6.3. Responsibilities.

6.3.1. HQ AFRC/A1KK.

6.3.1.1. Administers/coordinates retraining policies and procedures.

6.3.1.2. In conjunction with AFRC MAJCOM Functional Managers monitors and evaluates the Air Force Reserve Retraining Program.

6.3.1.3. Coordinates requests for waiver of requirements specified in the AFSC specialty descriptions contained in the AFECD or AFOCD IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

6.3.1.4. Forwards waiver requests recommended for approval to HQ AFPC/DPSIC when approval level is higher than AFRC.

6.3.1.5. Notifies MPS of final approval/disapproval.

6.3.2. AFRC MAJCOM Functional Manager provides recommendation or final disposition on waiver requests using guidelines in AFI 36-2101, Tables 3.1, 3.2, and 3.3.

6.3.3. HQ AFRC/RS in conjunction with HQ AFRC/A1 will establish guidelines to ensure the enlistment/assignment packages on prior service retrainees are processed through the Personnel Employment Element, and approved before accession of the applicant. The responsibility for the correct completion of recruiter generated retraining action is with the applicant's recruiter.

6.3.4. Unit Commander:

6.3.4.1. Recommends approval/disapproval of retraining applications and certifies school funds availability.

6.3.4.2. May delegate this authority to the senior ART at geographically separated units.

6.3.4.3. Elevates disagreements between the gaining/losing commander and the Personnel Employment Element to the wing commander for a final decision.

6.3.4.4. Recommends retraining only for those airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are suited for subsequent duty assignment and are in compliance with AFI 36-2903, and AFI 36-2905.

6.3.4.5. Gaining unit commander or designated representative interviews personnel applying for retraining to a flying position and make appropriate recommendation on the retraining application.

6.3.4.6. Ensures technical school quotas are requested and certifies member's availability.

6.3.4.7. Ensures retrainees attend mandatory technical school within 12 months of approval of the retraining action.

6.3.5. Unit Commander Support Staff:

6.3.5.1. Verifies member's retraining eligibility prior to initiating retraining application.

6.3.5.2. Prepares Section I of the AF IMT 3920.

6.3.6. MPS/Personnel Employment Element.

6.3.6.1. Schedules unit applicants for retraining interview. Interview should include at a minimum the information relevant to the retraining processing and the roles, responsibilities and entrance requirements of AFSC specialty description in the AFECD.

6.3.6.2. Verifies member's retraining eligibility prior to coordinating retraining application.

6.3.6.3. Verifies AF IMT 1288, *Application for Ready Reserve* Assignment or DD Form 1966, *Record of Military Processing - Armed Forces of the United States*, contains the retraining eligibility statement in the remarks section.

6.3.6.4. Coordinates voluntary retraining applications.

6.3.6.5. Develops internal processing controls.

6.3.6.6. Assists units/airmen in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions.

6.3.6.7. Ensures airmen do not voluntarily retrain out of shortage/critical AFSCs, in compliance with current HQ AFRC/CC manning policy. A shortage AFSC is any AFSC below the standard set by HQ AFRC/CC manning policy. A critical AFSC (established by HQ USAF) is a specialty having unique requirements or is typically hard to fill.

6.3.6.8. Ensure classification waivers are processed in accordance with AFI 36-2101, and identifies the "type" of waiver required on the cover memorandum when forwarding waiver requests to higher headquarters; e.g., medical, minimum aptitude score(s), AFSC prerequisites.

6.3.6.9. Ensures Force Development Flight Education & Training (FSDE) counsels retrainees on formal school retainability requirements as prescribed in Education and Training Course Announcements .

6.3.6.10. Ensures FSDE coordinates on the AF IMT 3920 and annotate the respective training status code (TSC) prior to approval.

6.3.6.11. Completes final review, interview, and approves/disapproves retraining application on AF IMT 3920.

6.3.6.12. For internal retraining actions, blocks position on UMD or the Reserve Management Vacancy System (RMVS).

6.3.6.13. Maintains the approved AF IMT 3920.

6.3.7. MPS/ Education and Training Element.

6.3.7.1. Requests formal school quota upon receipt of unit request and approved retraining application.

6.3.7.2. Reviews applicant's technical school waiver documentation when applicable and insures completeness prior to forwarding to HQ AFRC/A1.

6.3.8. MPS/ Career Development

6.3.8.1. Verifies member is or is not retraining out of, or into, a bonus AFSC. Individuals retraining from a bonus AFSC into a non-bonus AFSC require a continuation waiver from HQ AFRC/A1KP in order to continue receiving bonus payments in their new AFSC. However, payments are suspended until the individual is awarded a three skill-level CAFSC. If continuation is granted, payments will be retroactive (as appropriate) to the retraining effective date. Retraining into balanced or overage AFSCs is not normally approved for continuation of bonus payments.

6.3.8.2. Current expiration term of service (ETS) must be a special interest item during the screening and coordination of the retraining request. Applicants, who may be potentially eligible for bonus program participation, must be within 36 months of normal ETS upon completion of technical school in order to remain eligible for a bonus.

6.3.8.3. If approved, and upon completion of technical school, individuals may reenlist for up to 36 months from current ETS to qualify for a retraining bonus.

6.3.9. Reserve Recruiters.

6.3.9.1. Determine applicant's eligibility IAW the AFSC specialty descriptions contained in the AFECD, this AFI and the current HQ AFRC/CC manning policy.

6.3.9.2. Base level recruiters are not required to execute retraining applications. They will enter the retraining eligibility statement in the remarks section of DD Form 1966 or AF IMT 1288. The statement will read, "I certify member meets eligibility for retraining into AFSC _____, from AFSC _____."

6.3.9.3. If a waiver is required, indicate type waiver on cover letter when forwarding requests to higher headquarters, e.g., technical school, medical, minimum aptitude score(s), AFSC prerequisite.

6.3.10. Applicant.

6.3.10.1. Ensures all appropriate information for retraining is complete, to include extending/reenlisting for retraining eligibility.

6.3.10.2. Must apply for, and attend technical school within 12 months of retraining approval date or return to the position of the previously awarded AFSC, submit technical school waiver within 6 months of approval of retraining action, or be reassigned to the IRR.

6.4. Retraining Guidelines.

6.4.1. Normally airmen will be assigned throughout their enlistment in the AFSC in which first classified.

6.4.2. Airmen are recruited for training and assignment in a specific specialty, based on the current HQ AFRC/CC manning policy, AF Reserve needs, and the member's qualifications.

6.4.3. If additional retainability is required to meet Air Force Education and Training Course Announcements (ETCA) specifications, member will obtain it prior to attending technical school.

6.4.4. Chief Master Sergeants selected to crossflow out of their career ladder are not considered retraining and do not have to meet minimum retraining eligibility requirements. Skill level training waivers will be submitted in accordance with AFI 36-2101, paragraph 3.7 and HQ AFRC/A1T Automated Training Waiver Policy.

6.4.5. Retraining applications and interviews are only required for voluntary retraining and used as source documents to approve voluntary retraining actions. The Personnel Employment Element will maintain retraining applications for a period of 24 months.

6.4.6. Once members are approved for retraining, block them in the position on the UMD or the RMVS, or place them in the position at the time of approval.

6.4.7. Upon approval of the retraining application, the member's TSC will reflect awaiting technical school (TSC-M).

6.4.8. Award a 1-skill level in accordance with AFI 36-2101, Table 3.7, for personnel placed in the position at the time of approval.

6.4.9. After completion of technical school member must remain in the retraining AFSC for at least 24 months and be awarded the journeyman skill level. Prior retrainees must obtain a skill level commensurate with the skill level of the AFSC from which previously retrained.

6.4.10. Assign personnel who are displaced due to UMD changes either against a valid authorization in any awarded AFSC, retain them as overages in the current AFSC against a valid requirement as authorized by the commander, or voluntarily retrain them to fill a valid authorization.

6.4.10.1. If the member does not voluntarily retrain to fill a valid authorization, the commander may initiate involuntary retraining or reassign to IRR.

6.4.10.2. If member declines any action to qualify for a position, reassign to the IRR in accordance with AFI 36-2115, *Assignment Within the Reserve Components*.

6.4.11. All new enlisted ART hires or retrainees who meet requirements of the AFSC specialty description in the AFECD, or obtained appropriate waiver IAW AFI 36-2101, and have satisfied the minimum OPM standards will immediately be militarily classified at the entry level AFSC.

6.4.11.1. The supervisor will conduct an initial evaluation within 60 days from the date of hire, using the current Career Field Education Training Plan (CFETP) to assess apprentice skill-level qualifications. This includes completion of all mandatory requirements contained in the AFECDF AFSC specialty description.

6.4.11.2. After completion of the initial evaluation and the supervisor determines the member warrants award of the 3-skill level, the award must be sanctioned by the AFRC Functional Manager through HQ AFRC/A1KK. Waiver requests will be submitted through channels to HQ AFRC/A1KK in accordance with AFI 36-2101 and HQ AFRC/A1 Automated Training Waiver Policy. Disapproval by the AFRC Functional Manager will require the ART to remain at the entry level AFSC until satisfactory completion of technical school.

6.4.11.3. Withdrawing Approved Retraining. An Airman can voluntarily request withdrawal of approved retraining application up until the time when funds are expended for technical school. The Wing Commander is final approval authority.

6.5. Retraining Formal School Eliminees.

6.5.1. Eliminated for reasons not within control.

6.5.1.1. Gaining unit commander may retain and return to school previously attended except for personnel eliminated for academic deficiency.

6.5.1.2. Return to previous AFSC if vacancy exists with concurrence of gaining unit commander.

6.5.1.3. Assign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2115 or administratively discharge in accordance with AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

6.5.1.4. Airmen eliminated for academic deficiency may not request retraining into an AFSC that requires an identical or higher aptitude score.

6.5.2. Eliminated for reasons within control.

6.5.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander.

6.5.2.2. If member declines any action to qualify for a position, reassign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2115.

6.6. Palace Chase/Palace Front Program.

6.6.1. The primary goal of these programs is to transition qualified personnel from Active Duty Air Force into the Air Reserve Component.

6.6.2. The mission needs of the HQ AFRC unit remain the central issue when determining whom to access to the program and into what AFSC they will be accessed.

6.6.3. If qualified, and a vacancy exists, access personnel into the AFSC that they were previously awarded and qualified provided that AFSC has not or should have been withdrawn due to lack of recent performance IAW 36-2101, para 4.3.

6.6.4. Palace Chase personnel must complete their Selective Reserve Service Contract obligation prior to becoming eligible for voluntary retraining. Palace Chase personnel whose positions are deleted may voluntarily retrain to fill a valid requirement for which they qualify prior to completion of the obligation.

6.6.5. Retraining is an option if:

6.6.5.1. The Palace Chase applicant holds an AFSC which is not authorized, in the gaining unit.

6.6.5.2. There is no vacancy/authorized overage in the Palace Chase applicant's current AFSC.

6.6.5.3. A genuine, mission based need exists for the gaining organization to retrain the Palace Chase applicant.

6.6.5.4. Palace Chase retraining prohibition outlined in AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*, Table 1.1, note 1, is not applicable: Enlisted personnel who have retrained or who have attended their initial technical training course of more than 10 academic days during the past 12 months may not enter the Air Force Reserve under the Palace Chase program in a different AFSC from their current control or duty AFSC.

6.7. Retraining Process for Individual Mobilization Augmentees (IMAs). The purpose of the IMA retraining program is to assist RMG Program Managers (PMs) in achieving and maintaining a level of trained resources required to meet the needs of the Air Force. Retraining within the IMA program is normally generated due to a reassignment action. Retraining will be solely on a voluntary basis and requires securing a position that will require the award of an AFSC not currently held. Place emphasis on requesting training waivers if member has civilian skills applicable to the proposed retraining AFSC. Personnel must have or attain at least 36 months retainability to voluntarily retrain. If additional retainability is required to meet requirements in the Education and Training Course Announcements, member obtains it prior to attending technical school. Waivers of technical training must be submitted within 6 months of assignment to the position through RMG PM to RMG/DP. The waiver package will then be forwarded to HQ AFRC/A1.

6.7.1. Retraining Guidelines.

6.7.1.1. Retraintees must acquire a skill level commensurate with the AFSC from which previously retrained. Retraining will only be for those airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are in compliance with AFI 36-2903 and AFI 36-2905.

6.7.1.2. All retraining actions must be into an AFSC manned at levels less than those described in the command manning policy. Applicant must not be retraining out of a shortage or critical AFSC.

6.7.1.3. Personnel displaced due to UMD changes must either be assigned against a valid authorization in any awarded AFSC, retrained as an overage in the current AFSC against a valid requirement as authorized by the RMG PM or voluntarily retrain to fill a valid authorization.

6.7.1.4. Retraitees will apply for technical training within 6 month of assignment to position unless a technical training waiver is submitted.

6.7.1.5. Applications for technical training will include a requested class start date within 12 months of assignment date if a quota is available.

6.7.1.6. If a technical training waiver is to be submitted, provide documentation for waiver process in accordance HQ AFRC/A1 guidelines. Waivers must be submitted in sufficient time for waiver to reach HQ AFRC/A1 within 6 months of assignment to position. OJT at home station is not allowed as criteria for a waiver of technical training. Formal school applications will not be submitted at the same time a waiver is being considered.

6.7.1.7. If waiver is disapproved, application for tech school will be made immediately upon notification of disapproval and will request course attendance within 12 months of assignment date. (**NOTE:** failure to comply in a timely manner will result in applicant being returned to a position in the previously awarded AFSC or be reassigned to the IRR if no position is available).

6.7.2. Responsibilities.

6.7.2.1. Readiness Management Group (RMG): Upon receipt of the AF IMT 1288, RMG PM will review qualifications and AFSC requirements to ensure all waiver packages are complete according to HQ AFRC/A1 guidelines.

6.7.2.2. RMG/DPMT.

6.7.2.2.1. Administers, coordinates, and monitors retraining policies and procedures. Notifies PMs of waiver procedures or requirement for requesting 3-level technical training.

6.7.2.2.2. Ensures airmen do not voluntarily retrain out of shortage/critical AFSCs. A shortage AFSC is any AFSC below the standard set by the IMA enlisted incentive program manned at less than 100 percent. A critical AFSC within the Air Force Reserve is identified within the parameters of the policy set forth by AF/RE and are normally specialties having unique requirements or are typically hard to fill.

6.7.2.2.3. Ensures retraining applicants who may be eligible for the bonus program be within 36 months of normal ETS upon completion of technical training in order to remain eligible for a bonus.

6.7.2.2.4. Ensure funding is programmed.

6.7.2.3. HQ AFRC/RMG.

6.7.2.3.1. Evaluates IMA retraining actions in conjunction with RMG/DP and HQ AFRC functional managers.

6.7.2.3.2. Receives, evaluates, and processes all IMA retraining packages or training waivers, or AF IMT 2096, *Classification/On-The-Job Training Action*. Coordinates with appropriate offices for award of the entry level (1-skill level) AFSC IAW AFI 36-2101, Table 3.10.

- 6.7.2.3.3. Assists RMG PMs in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions.
 - 6.7.2.3.4. Identifies the “type” of waiver required when coordinating waiver requests through appropriate channels (ie., technical school, medical, aptitude score, AFSC prerequisites).
 - 6.7.2.3.5. HQ ARPC/DP will process requests for school quotas.
- 6.7.3. Eliminated Retrainees.
- 6.7.3.1. No fault of member:
 - 6.7.3.1.1. RMG PM will attempt to place member within AFSC previously held.
 - 6.7.3.1.2. Member will be reassigned to the IRR in accordance with AFI 36-2115.
 - 6.7.3.2. With cause (fault of member):
 - 6.7.3.2.1. If RMG PM recommends member be retained, they will attempt to place member within AFSC previously held.
 - 6.7.3.2.2. If member declines any action to qualify for a position, reassign to the IRR in accordance with AFI 36-2115.

Chapter 7

AIR NATIONAL GUARD RETRAINING PROGRAM

7.1. Air National Guard Retraining Program. The purpose of the Air National Guard Retraining Program is to assist in achieving and maintaining the level of trained personnel resources required to meet Air National Guard mission requirements. The program allows eligible airmen a choice of career fields from which to pursue an Air Force career and provides a method to return airmen disqualified from their current AFSC to a productive status. Continuous efforts must be made to eliminate unprogrammed overages and overgrades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining.

7.2. Types of Retraining for Unit Program.

7.2.1. Voluntary Retraining: ANG members desiring to retrain into a new career field meet with the Retention Office Manager (ROM) to discuss opportunities and possibly loss or gain of additional entitlements. The Retention Manager will be able to identify vacant positions and AFCEC requirements for AFSCs.

7.2.1.1. Eligibility: All Personnel, must meet retraining AFSC entry requirements of AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*, AFCEC or AFCEC, and must be in compliance with AFI 36-2903, and AFI 36-2905.

7.2.1.2. Retraining must be into an AFSC manned at less than 100 percent or into an AFSC that is authorized to have overages. Wing commanders may deviate from this requirement to meet manning levels and mission needs in accordance with NGB/A1P manning policy.

7.2.1.3. Enlisted members who have received an incentive who elect to retrain into another AFSC may be subject to recoupment IAW ANGI 36-2602, *Air National Guard Recruiting and Retention Programs*.

7.2.1.4. Personnel are ineligible for voluntary retraining until service commitment is met and/or for at least 24 months after completion of technical training and being awarded the Journeyman skill level. Prior retrainees must also acquire a skill level commensurate with the skill level of the AFSC from which they previously retrained. Unit commanders can make exceptions for humanitarian reasons and for those members failing their Career Development Course/End of Course exam for the second time.

7.2.1.5. Personnel must not retrain out of a shortage or critical AFSC. Wing/CC, or designated representative, may deviate from this requirement to meet manning levels and mission needs. Develop local policy in accordance with local needs, budget, and mission.

7.2.1.6. Prior service accessions with an awarded/convertible AFSC identified in the AFCEC Part II, attachment 6 will only be retrained into another AFSC when the AFSC previously held is not authorized or there is no vacancy/authorization in their current AFSC. Wing/CC, or designated representative, may deviate from this requirement to meet manning levels and mission needs in accordance with NGB/A1P manning policy. Develop local policy in accordance with local needs, budget, and mission.

7.2.1.7. Mobilized personnel and personnel in a Stop Loss AFSC are ineligible to apply for retraining. Waivers will not be accepted.

7.2.1.8. Guidance for ANG Career Field Service Obligation and Commitments is covered in more detail in ANGI 36-2101, *Assignments within the Air National Guard (ANG)*.

7.2.2. Involuntary Retraining.

7.2.2.1. Involuntary retraining are actions initiated by unit commander or designated representative to determine the disposition of personnel who become overages due to locally generated unit manning document (UMD) reductions/changes, force structure changes, crew ratio reduction, medical unit type code (UTC) reduction, or weapons system conversions, withdrawal of an AFSC because of medical disqualification, or the inability of a member to maintain currency requirements for flying status.

7.2.2.2. Involuntary retraining is primarily for the benefit of the Air National Guard and does not require the concurrence of the member.

7.3. Retraining Request Process. A Career Change Worksheet from the Air Force Recruiting Information Support System Retention Office Manager Productivity System (AFRISS ROMPS) is required for all voluntary and involuntary requests for Retraining. Upon completion of worksheet the member will be gained into new squadron, AFSCs, and scheduled for all required training within 12 months.

7.4. Responsibilities.

7.4.1. NGB/A1D.

7.4.1.1. Administers/coordinates retraining policies and procedures.

7.4.1.2. In conjunction with NGB Career Field Managers monitors and evaluates the Air National Guard Retraining Program.

7.4.1.3. Coordinates requests for waiver of AFSC entry requirements IAW AFI 36-2101 and AFSC specialty description in the AFECD with NGB CFMs.

7.4.1.4. Forwards waiver requests recommended for approval to HQ AFPC/DPSIC when approval level is higher than NGB IAW AFI 36-2101.

7.4.2. NGB CFMs.

7.4.2.1. Provides recommendation or final disposition on waiver requests using guidelines in AFI 36-2101, Tables 3.1, 3.2, and 3.3 and ANG Classification Waiver Guide.

7.4.2.2. Notifies MPS of final approval/disapproval.

7.4.3. NGB/RS and NGB/A1.

7.4.3.1. NGB/RS in conjunction with NGB/A1 will establish guidelines to ensure the enlistment/assignment packages on prior service retrainees are processed through the Personnel Employment Element, and approved before accession of the applicant. The responsibility for the correct completion of recruiter generated retraining action is with the individual recruiter.

7.4.4. Unit Commander Support Staff. Verifies member's retraining eligibility prior to coordinating on career change worksheet and training request.

7.4.5. Unit Commander.

7.4.5.1. Recommends approval/disapproval of retraining requests and certifies member meets all requirements.

7.4.5.2. Elevates disagreements between the gaining/losing commander and the Personnel Employment Element to the wing commander for a final decision.

7.4.5.3. Recommends retraining only for those airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are suited for subsequent duty assignment and are in compliance with AFI 36-2903 and AFI 10-248.

7.4.5.4. Gaining unit commander or designated representative, interviews all personnel applying for retraining to a flying position and make appropriate recommendation on the retraining application.

7.4.5.5. Ensures technical training quotas are requested and certifies member's availability.

7.4.5.6. Ensures retrainees attend mandatory technical training within 12 months of approval of the retraining action.

7.4.6. FSS/Retention Office Manager (ROM).

7.4.6.1. Schedules unit applicants for retraining interview. Interview should include at a minimum the information relevant to the retraining processing and the requirements of AFSC specialty description in the AFECD and Part II, attachment 6 on AFPC myPers website.

7.4.6.2. Verifies member retraining eligibility prior to coordinating career change worksheet.

7.4.6.3. Coordinates voluntary retraining requests.

7.4.6.4. Develops internal processing controls IAW ANGI 36-2602.

7.4.6.5. Ensures airmen do not voluntarily retrain out of shortage/critical AFSCs, in compliance with current NGB/A1P manning policy, Yearly Recruiting and Retention Initiatives, and as updates are needed. A shortage AFSC is any AFSC below the standard set by NGB/A1P manning policy. A critical AFSC is a specialty having unique requirements or is typically hard to fill.

7.4.6.6. Verifies member is or is not retraining out of, or into, a bonus AFSC. Individuals retraining from a bonus AFSC into a non-bonus AFSC require a continuation waiver from NGB/RS, in order to continue receiving bonus payments in their new AFSC. Retraining into balanced or overage AFSCs is not normally approved for continuation of bonus payments.

7.4.6.7. Maintains the approved career change worksheet, within the AFRISS Based ROMPS database.

7.4.7. FSS/Force Development Office (FDO).

7.4.7.1. Assists units/airmen in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions.

7.4.7.2. Verifies member retraining eligibility prior to coordinating career change worksheet.

7.4.7.3. Coordinates voluntary retraining requests.

7.4.7.4. Develops internal processing controls.

7.4.7.5. Ensures classification waivers are processed in accordance with AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, the ANG Classification Waiver Guide and identifies the "type" of waiver required on the cover memorandum when forwarding waiver requests to higher headquarters; e.g., medical, aptitude score, AFSC prerequisites.

7.4.7.6. Counsels retrainees on formal school retainability requirements as prescribed in ETCA.

7.4.7.7. Coordinates on the career change worksheet and AF Form 2096 and annotates the respective training status code (TSC) prior to approval.

7.4.7.8. Completes final review, interview, and approves/disapproves formal training request.

7.4.7.9. Maintains the approved formal training request.

7.4.7.10. Requests formal school quota upon receipt of unit request and approved retraining application.

7.4.7.11. Reviews applicant's technical school training waiver documentation when applicable and insures completeness prior to forwarding to higher headquarters.

7.4.8. Applicant.

7.4.8.1. Ensures all appropriate information for retraining is complete, to include extending/reenlisting for retraining eligibility.

7.4.8.2. Must apply for, and attend technical school within 12 months of retraining approval date or return to the position of the previously awarded AFSC, submit technical school waiver within 6 months of approval of retraining action, be reassigned or separate from the ANG.

7.5. Retraining Guidelines.

7.5.1. Normally airmen will be assigned throughout their enlistment in the AFSC in which first classified.

7.5.2. Airmen are recruited for training and assignment in a specific specialty, based on the current NGB/A1P FY manning policy, ANG needs, and the member's qualifications.

7.5.3. If additional retainability is required to meet Air Force ETCA specifications, member will obtain it prior to attending technical school.

7.5.4. Chief Master Sergeants selected to cross flow out of their career ladder are not considered retraining and do not have to meet minimum eligibility requirements of ANG retraining requirements unless specified in ANG Classification Waiver Guide, Table 2.

Chief Enlisted Manage (CEM) Codes are non-interchangeable. Skill level training waivers will be submitted in accordance with AFI 36-2101, paragraph 3.27 and ANG Classification Waiver Guide.

7.5.5. Retraining applications and interviews are only required for voluntary retraining and used as source documents to approve voluntary retraining actions. The Retention Office Manager will maintain them. Once members are approved for retraining and AF Form 2096 is completed, block them in the position on the UMD.

7.5.6. Upon approval of the retraining application, AF Form 2096 will be initiated to change the member's TSC to reflect awaiting technical school (TSC —M) and AFSCs as necessary.

7.5.7. Award a 1-skill level in accordance with AFI 36-2101, Table 3.8 for personnel placed in the position at the time of approval.

7.5.8. Assign personnel who are displaced due to UMD changes either against a valid authorization in any awarded AFSC, retain them as overages in the current AFSC against a valid requirement as authorized by the commander, or voluntarily retrain them to fill a valid authorization.

7.5.9. If the member does not voluntarily retrain to fill a valid authorization, the commander may initiate involuntary retraining.

7.5.10. If member declines any action to qualify for a position, commander must review for separation actions.

7.5.11. Withdrawing Approved Retraining. An Airman can voluntarily request withdrawal of approved retraining requests up until 45 days prior to the class start date of formal training. The Wing Commander is final approval authority.

7.6. Retraining Formal School Eliminees.

7.6.1. Eliminated for reasons not within control.

7.6.1.1. Gaining unit commander can retain and return to school previously attended except for personnel eliminated for academic deficiency or identified on AF 125A Form.

7.6.1.2. Return to previous AFSC if vacancy exists with concurrence of gaining unit commander.

7.6.1.3. Assign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2115 or administratively discharge in accordance with AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

7.6.1.4. Airmen eliminated for academic deficiency may not request retraining into an AFSC that requires an identical or higher aptitude score.

7.6.2. Eliminated for reasons within control.

7.6.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander.

7.6.2.2. If member declines any action to qualify for a position, commander must review for potential separation.

DARRELL D. JONES, Lt General, USAF
DCS/Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDFMR, *Vol 7A, Chapter 2*, 21 May 2008

AFI 33-360, *Publication and Form Management*, 11 June 2009

AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*, 14 June 2010

AFI 36-2110, *Assignments*, 22 September 2009

AFI 36-2115, *Assignment within the Reserve Components*, 8 April 2005

AFI 36-2254V2, *Reserve Personnel Training*, 9 Jun 2010

AFI 36-2501, *Officer Promotions and Selective Continuation*, 16 June 2004

AFI 36-2606, *Reenlistment in the United States Air Force*, 9 May 2011

AFI 36-2616, *Technical Training Requirements Programs*, 24 April 2013

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2905, *Fitness Program*, 3 January 2012

AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*, 10 October 2005

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

ANGI 36-2101, *Assignments within the Air National Guard*, 10 Apr 2012

ANGI 36-2602, *Air National Guard Recruiting and Retention Programs*, 21 February 2012

ANG *Classification Waiver Guide*, 16 November 2010

Prescribed Forms

None

Adopted Forms

DD Form 1966, *Record of Military Processing - Armed Forces of the United States*

AF Form 847, *Recommendation for Change of Publication*

AF Form 964, *PCS, TDY, or Training Declination Statement*

AF Form 2096, *Classification/On the Job Training Actions*

AF IMT 101, *Reserve Requirements for School Tours of Active Duty for Training*

AF IMT 224, *Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force*

AF IMT 1288, *Application for Ready Reserve Assignment.*

AF IMT 1941, *Application for Developmental Education (In-Residence)*

AF IMT 3920, *Request for Reservist Voluntary Retraining*

AETC Form 125A, *Record of Administrative Training Action*

AETC Form 126A, *Record of Commander's Review Action*

Abbreviations and Acronyms

AAC—Assignment Availability Code

AETC — Air Education and Training Command

AF — Air Force

AFECD — Air Force Enlisted Classification Directory

AFOCD — Air Force Officer Classification Directory

AFRISS Based ROMPS — Air Force Recruiting Information Support System Based Retention Office Manager Productivity System

AFSC— Air Force Specialty Code

AQE —Aptitude Qualification Examination

ARMS — Automated Records Management System

ASD — Assignment Selection Date

CAFSC — Control Air Force Specialty Code

CJR — Career Job Reservation

CONUS — Continental United States

COT— Consecutive Overseas Tour

DEROS — Date Eligible for Return from Overseas

DOA — Date of Availability

DOS — Date of Separation

EFMP — Exceptional Family Member Program

EIS — Enlisted Initial Skills

ELA— Education Leave of Absence

EPR— Enlisted Performance Report

ETCA— Education and Training Course Announcement

ETP— Exception to Training Policy

FDS—Force Development Superintendent

FTA—First-term Airman

FY— Fiscal Year

HYT— High Year of Tenure

IEB — Initial Enlistment Bonus

MAJCOM — Major Command
MilPDS — Military Personnel Data System
vMPF — Virtual Military Personnel Flight
MPS — Military Personnel Section
NCO — Noncommissioned Officer
NCORP — Noncommissioned Officer Retraining Program
NPS — Non Prior Service (no prior service)
OJT — On-the-Job Training
OSI — Office of Special Investigation
PCS — Permanent Change of Station
PGL — Program Guidance Letter
PS — Prior Service
QRP — Quality Retraining Program
RI — Reporting Identifier
RIP — Report on Individual Personnel
ROM — Retention Office Manager
RMG — Readiness Management Group
SRB — Selective Reenlistment Bonus
SSN — Social Security Number
TAFMS — Total Active Federal Military Service
TAFMSD — Total Active Federal Military Service Date
TDY — Temporary Duty
TOS — Time on Station
UIF — Unfavorable Information File

Terms

Career Job Applicant File—A file of first term Airmen who have applied for a career job reservation and, because quotas are not available, are placed on a waiting list.

CONUS Overseas Imbalance—An AFSC which has more authorizations in the overseas area than in the CONUS, which does not give Airmen a reasonable amount of time in the CONUS between overseas tours.

Disqualified Airman—An Airman whose skill has been withdrawn due to not meeting the mandatory AFSC award and/or retention requirements in AFECDD or who cannot maintain the skill according to AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, Chapter 4 and has no other awarded skill.

First Term Airman—Individuals who are on their: (1) first enlistment (including Airmen who have extended their enlistments for 23 months or less), or; (2) first EAD tour, or; (3) first enlistment with prior active service of less than 24 months.

Lateral AFSC—An AFSC that requires prior qualification at the semiskilled or higher skill level as specified in the specialty description in AFECDD, *Airman Classification*.

Master Vulnerability List (MVL)—The MVL is the relative standing of an Airman among their peers for mandatory retraining.

Pipeline Student—Newly accessed Airman undergoing processing, orientation, basic training, or formal training immediately following BMTS and have not PCS to an operational unit as a permanent party member.

Program Guidance Letter (PGL)—The document showing the number of Airmen to be trained to meet Air Force needs in each skill during the current and two following fiscal years by category (e.g., nonprior service (NPS), prior service (PS), retrainees, and so forth).

Retrainee—Airman approved to retrain into a new AFSC.

Retraining—Either formal school or on-the-job training (OJT) which qualifies an Airman for award of a new AFSC or AFSC shed out, to include lateral AFSCs.

Retraining Advisory Folder—An application in MilPDS used at all levels of management that shows Air Force retraining needs. The Skills Management Branch (HQ AFPC/DPSOAR Policy and Procedures) manages the MilPDS Retraining Advisory Folder.

Retraining AFSC—The AFSC for which an Airman is approved. It is not an awarded AFSC and does not reflect the individual's qualification level.

Voluntary Retraining—An application by an eligible Airman into a chosen skill where there is a retraining need and mandatory quality standards.